



Coronavirus (COVID-19) What You Need to Know for the Workplace

PRESENTED BY:
OCCUPATIONAL SAFETY AND HEALTH DIVISION



JUNE 2020

Key Elements

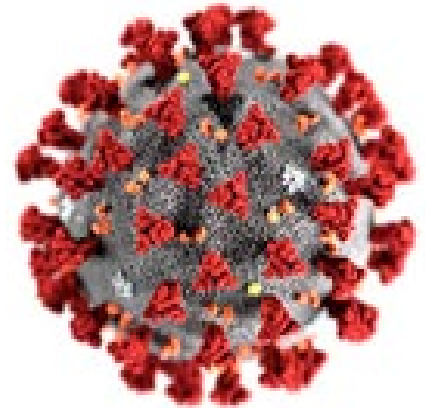
- What is COVID-19
- At risk population and how to protect yourself
- Policies to reduce the spread of COVID-19
- COVID-19 symptoms - what to do if sick
- General hygiene (cough and sneeze etiquette)
- Hand hygiene
- Social distancing
- Cloth face coverings/Use of PPE
- Cleaning and disinfection
- Safe work practices
- Stress and anxiety management

What is COVID-19

Coronaviruses are a type of virus. Under the microscope, the viruses look like they are covered with pointed structures that surround them like a corona, or crown.

Coronavirus disease 2019 (COVID-19) is a highly contagious respiratory illness that can spread from person to person and is caused by a novel coronavirus.

- COVID-19 first appeared in Wuhan, a city in China, in December 2019.
- It can lead to serious illness and has caused over 2,000 deaths in Los Angeles County.
- No vaccine to prevent COVID-19 currently exists.



How is COVID-19 Spread



Close contact with one another (within approximately 6 feet for equal to or greater than 15 minutes) through droplets produced when an infected person coughs or sneezes.



Touching a surface or object containing the virus from an infected person and then touching their mouth, nose, or eyes before washing hands.



Asymptomatic people - Some people with COVID-19 virus do not have symptoms or have only mild symptoms. Asymptomatic people (those showing no symptoms, whatsoever) can spread the virus to others without knowing they are infected.

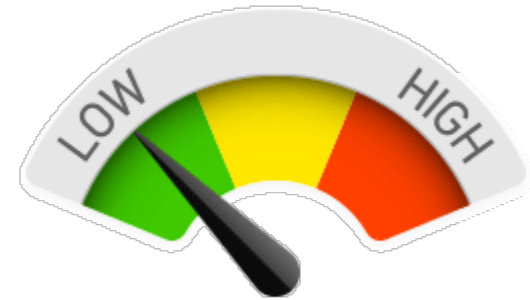
Note: For COVID-19, the period of quarantine is 14 days from the last date of exposure.
Someone who has been released from COVID-19 quarantine is not considered a risk for spreading the virus to others.

Who is at Risk

People of all ages can be infected by COVID-19.

Per the Centers for Disease Control and Prevention (CDC), populations having the following risk factors and conditions appear to be more vulnerable to becoming severely ill with the virus:

- Age 65 years and older
- Asthma
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin disorders
- Immunocompromised
- Liver disease
- People in nursing homes or long-term care facilities
- Serious heart conditions
- Severe obesity



How to Protect Yourself

CDC advises people of all ages to take steps to protect themselves from the virus and provides the following best practices:

- Washing your hands often and avoid touching your eyes, nose and mouth with unwashed hands
- Avoiding close contact
- Covering your mouth and nose with a cloth face cover when around others
- Covering coughs and sneezes
- Cleaning and disinfecting
- Monitoring your health

Policies to Reduce the Spread of COVID-19

A safe and healthy workplace for employees and visitors is the top priority for the City.

Following the Centers for Disease Control and Prevention (CDC), Los Angeles County Department of Public Health (DPH), Occupational Safety and Health Administration (OSHA) and consistent with City Injury Illness and Prevention Programs (IIPPs), City departments have issued various memos and guidances regarding COVID-19 infection prevention measures.

City departments will continue to issue updated memos and guidances as more information becomes available.

COVID-19 Useful Links to Keep You Updated

Information on COVID-19 is rapidly changing, sometimes daily.

Mayor Garcetti's "Safer at Home" order, and/or the City's COVID-19 resources can be found by visiting:

- <https://corona-virus.la/>
- www.lamayor.org/COVID19Orders
- <https://per.lacity.org/covid19/>
- http://per.ci.la.ca.us/Safety/Safety_COVID19.htm

Updates on COVID-19 by reputable sources can be found by visiting:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <http://www.publichealth.lacounty.gov/media/Coronavirus/>
- <https://covid19.ca.gov/>
- <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

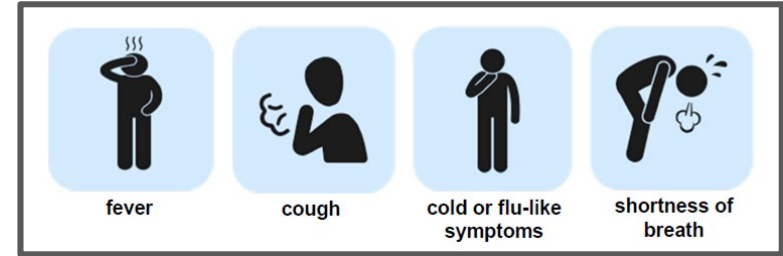
Symptoms may appear 2-14 days after exposure to the virus.

Mild Symptoms	Life-threatening Symptoms
<ul style="list-style-type: none">● Cough● Shortness of breath or difficulty breathing● Fever● Chills● Muscle pain● Sore throat● New loss of taste or smell	<ul style="list-style-type: none">● Trouble breathing● Persistent pain or pressure in the chest● New confusion● Inability to wake or stay awake● Bluish lips or face <p>If you have any of the above symptoms, Call 911</p>

Sick or Have Symptoms

Self-monitor and ask yourself daily about how well you are feeling:

- Is your body temperature 100 degrees Fahrenheit or higher?
- Do you have:
 - Frequent unexplained cough
 - Unexplained shortness of breath
 - Difficulty breathing
 - Unexplained tiredness
- Have you tested positive for COVID-19?
- Have you had close contact with a person diagnosed with COVID-19 or in quarantine?
- Have you lost your sense of taste and smell?



Stay Home if you answered “yes” to any of the questions above:

- Inform your supervisor or Personnel Division.
- For advice, call your primary care doctor, a nurse hotline, or an urgent care center.

Sick Employees

The City of Los Angeles has sick leave policies that are non-punitive, flexible, and consistent with public health policies that allow employees who are ill with COVID-19 or are in isolation or quarantine to stay home.

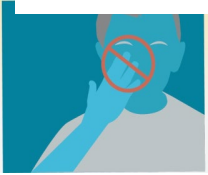
If employees feel sick or have symptoms at work, supervisors are instructed to:

- Isolate the employee (if possible)
- Contact your Personnel Division for further guidance on:
 - Medical care
 - Cleaning and Disinfection

Note: Consistent with OSHA and CDC guidelines cleaning and disinfection will be arranged and conducted where infected employees have worked and may have visited, including common areas.

General Hygiene

Employees must adhere to hand hygiene, respiratory hygiene, and cough and sneeze etiquette to prevent the spread of virus.



Keep your hands away from eyes, nose and mouth.

Cover your coughs and sneezes with the inside of elbow or upper arm or tissue; dispose of tissues in waste receptacles.



Avoid shaking hands.
Avoid sharing personal items with co-workers.

Hand Hygiene

Please visit the following link to watch a two-minute video labeled as “What You Need to Know About Handwashing”:



<https://www.youtube.com/watch?v=d914EnpU4Fo>

Hand Hygiene

Five steps for proper handwashing

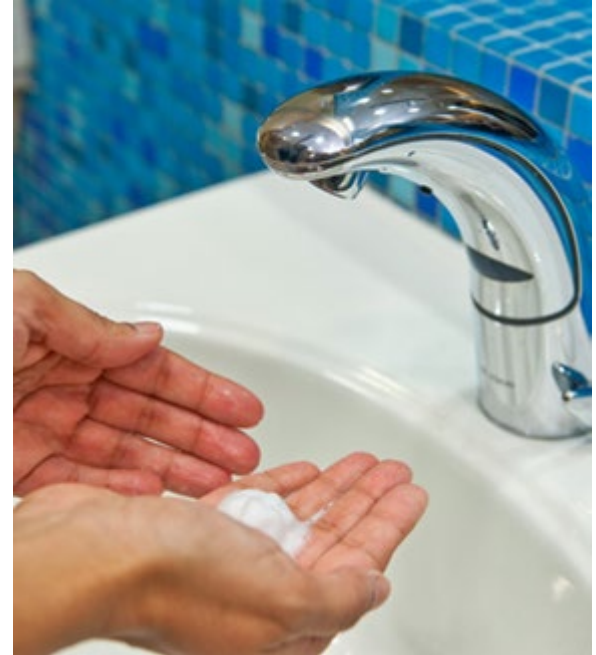
Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song or the “ABC” song from beginning to end twice.

Rinse your hands well under clean, running water.

Dry your hands using a clean towel or air dry them.



All restrooms will have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Changes at Workplace

There is much that is not known about COVID-19. What is known today has been changing rapidly. However, that does not mean reasonable and effective steps cannot or should not be taken to prepare and to protect employees. Erring on the side of caution will prevent illnesses and deaths.

You will see changes at work sites, in our buildings, procedures, social distancing, face coverings, barriers, and signage.

The following few slides provide examples of changes departments are making to keep employees safe at work.



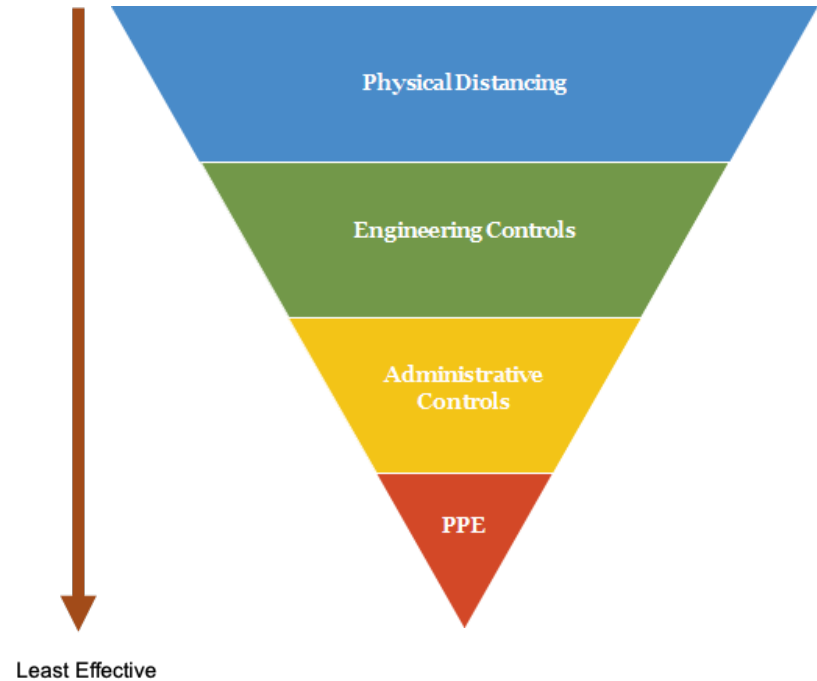
COVID-19 Hierarchy of Control

Physical Distancing – where possible, having people work or access the business from home; this may include restructuring responsibilities to minimize the number of employees that need to be physically present, via staggering workshifts, work rotation, telecommuting, etc.

Engineering Controls – creating physical barriers between people

Administrative Controls – redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication

PPE – having people wear masks, gloves, etc., based on tasks and risk assessments



Social Distancing

Social distancing, also called “physical distancing,” means keeping space between yourself and other people (outside of your home).

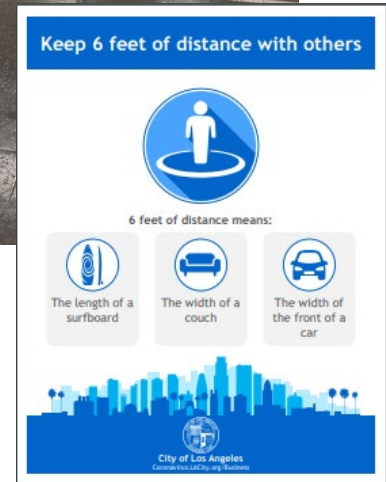
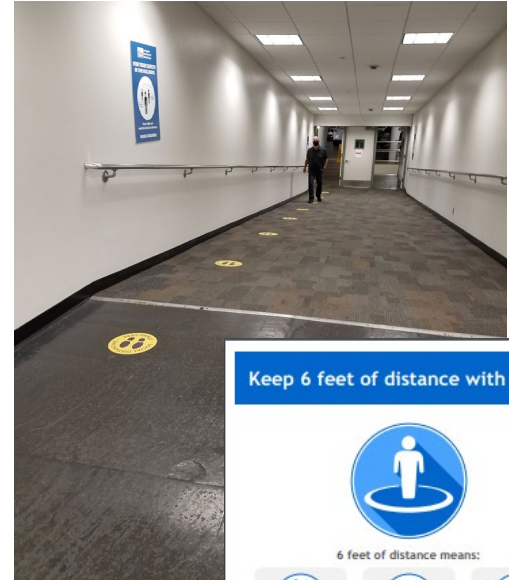
To practice social or physical distancing:

- Stay at least 6 feet (about 2 arm’s-length) from others.
 - Refrain from entering another employee’s work area to search for items or borrow equipment.
- Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
- Hold virtual meetings (video conferencing or teleconferencing).
 - When this is not possible, hold meetings in open, well-ventilated spaces while continuing to maintain a distance of six feet apart and wear cloth face coverings.



Social Distancing Signage in the Common Areas

- Signs will be placed throughout the facility (on windows, walls, etc.) reminding people to maintain proper physical distancing and remain 6 feet apart whenever possible.
- Stanchions or floor markings will be used to promote physical distancing in public areas, lobbies and elevators, etc., marking where people should stand as well as flow.
- Capacity limits in shared spaces will be placed to enable 6 feet distance between all persons (e.g., waiting areas, lobbies, break rooms, etc.).
- Number of people riding in elevators will be limited to 1 to 4 occupants per ride. ■



Examples of Worksite Rearrangements

You may see installation of physical barriers, circulation modifications, layout adjustments, and furniture removal to establish six feet of physical distancing within workspaces:

- Positions of desks may be staggered so employees can avoid sitting directly next to or opposite one another.
- Consideration may be given to height differences - sit-stand station, standing work, very tall person, etc.
- Furniture may be arranged such that employees are seated back to back instead of facing each other.
- Entry and exit doors may be separated to allow one-way foot traffic.



Examples of Worksite Rearrangements (cont.)

- Dividers/screens may be placed where six feet of separation is not feasible between employees.
- At the public counters, barriers/shields may be installed between employee and client to limit face-to-face interaction.



Face Coverings - Cloth and Disposable Masks

Face coverings such as disposable face masks and cloth face masks that are used by the general public are not personal protective equipment (PPE). These provide barrier protection against droplets, but do not filter small particles from the air and do not prevent leakage around the edge of the mask. Face coverings (cloth and disposable masks) should cover both the nose and mouth.

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Wearing a cloth face covering protects your neighbor. When your neighbor wears a cloth face covering they are protecting you.

- This reduces the risk of spreading COVID-19 if someone is asymptomatic or is pre-symptomatic, which means they do not look or feel sick but can still pass COVID-19 onto others.
- Cloth face coverings also help to remind you not to touch your face with unwashed hands.

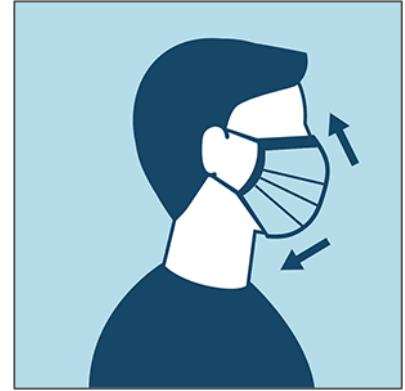
NOTE: Medical and surgical masks (e.g., N95s) should be reserved for health care workers.

Cloth face coverings do not replace the need for physical distancing, frequent hand washing and staying home when ill, but they may be helpful when combined with these primary interventions.

How to Wear Cloth Face Covers (Masks)

Face covering must be worn properly to be effective and to avoid the spread of germs:

- Wash your hands before putting it on.
- Be sure your mouth and nose are covered completely.
- Hook loops around your ears or tie it snugly but comfortably against the side of the face and allow for breathing without restriction.
- Pinch around the nose area to check for proper fitting.
- Remove the mask by holding the ear loops or ties and without touching your eyes, nose or mouth, place the mask in a secure breathable bag (e.g, brown paper bag or cloth bag) and then wash your hands immediately.
- Wash the mask and make sure it is completely dry before using again.



Remember: try not to touch the mask or pull it down while in public.

When to Use Face Covering (Masks)

All employees are required to wear face covering that properly covers both the nose and mouth while in both indoor and outdoor spaces when in contact with other employees or the public unless:

- Medically exempt
- Alone in a private office or a walled cubicle
- Driving alone

NOTE: Customers and visitors are also required to wear face coverings any time they are in any of our City facilities/buildings.

Face covering must be worn particularly when outside personal workspaces such as in:

- Break room/lobby
- Hallways/aisles
- Restrooms
- Copier room
- Servicing at the public counter
- Elevators

Departments will provide these face coverings at no cost to their employees.

Cloth Face Covering Care

Wash your cloth face covering frequently, ideally after each use, or at least daily; launder or wash by hand with detergent and hot water and allow to dry completely.

If you must re-wear your cloth face covering before washing, wash or disinfect your hands immediately after putting it back on and avoid touching your face.

Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or have damaged ties or straps
- Cannot stay on the face properly
- Have holes or tears in the fabric

Use of Personal Protective Equipment (PPE)

Personal protective equipment, commonly referred to as “PPE,” is equipment worn to minimize exposure to a variety of hazards.

Supervisors **MUST** conduct a hazard assessment to determine if PPE is needed to protect employees from a workplace hazard.

Appropriate PPE (e.g., respirators, eye protection, gloves, etc.) for tasks are made available to all employees.



**Contact
precaution**



**Droplet
precaution**



**Airborne
precaution**

If you need further assistance with the PPE rules and requirements, you may contact your supervisor, your departmental safety coordinator, and/or Personnel Department's Occupational Safety and Health Division.

PPE General Considerations

All PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as necessary
- Consistently and properly worn
- Properly removed, cleaned, and stored or disposed of

Consider whether work clothing, including coveralls, boots, gloves, helmets, goggles, other personal protective equipment, etc., is being adequately cleaned and disinfected.



Employees must be trained on the proper use of PPE. More information on PPE can be found at Cal/OSHA Title 8, California Code of Regulations, 3380 Personal Protective Devices.

Donning and Doffing PPE

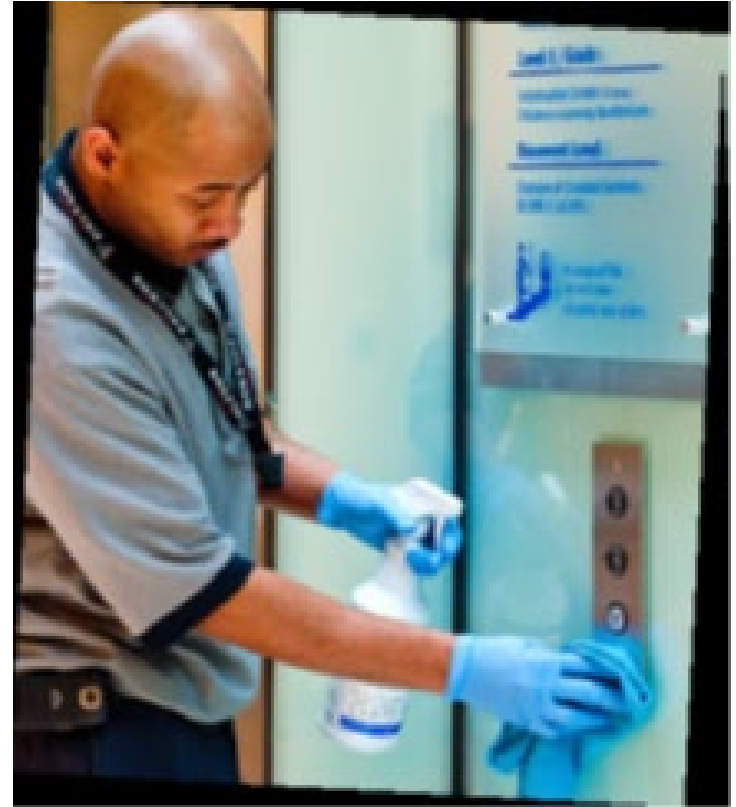
Based on risk and individual task/assignment some employees may be required to wear less PPE and, in some cases, more. When higher levels of PPE are required, it is important that the following order is followed when putting on and taking off PPE.

Order of donning (putting on)	Order of doffing (removing)
<ol style="list-style-type: none">1. Wash hands thoroughly2. Gown/Tyvek suit3. Boot/shoe covers4. Gloves5. Goggles/face shields6. Mask7. Hood top (if Tyvek suit has one)	<ol style="list-style-type: none">1. Boot/shoe covers2. Gloves3. Goggles/face shields4. Tyvek suit (hood first)5. Mask (do not reuse)6. Wash hands thoroughly

General Cleaning and Disinfection

Department plans should include guidance for employees to keep their personal work areas sanitized, including assigned vehicles.

GSD, with the guidance from the Personnel Department, will continue to provide COVID-19 disinfection services and frequent sanitizing of high-touch surface/areas at high density City facilities.



General Cleaning and Disinfection (cont.)

Items should not be shared between employees if possible. Items that must be shared, must be disinfected between shifts or between uses with a cleaner that is appropriate for the surface.

- Shared items in an office setting may include copiers, fax machines, printers, telephones, keyboards, staplers, file carts, surfaces in reception areas, shared workstations, etc.
- Shared items in a field setting may include hand tools, electrical and pneumatic tools, ladders, rolling carts, etc.



Safe Practices when Cleaning/Disinfecting

- Use an Environmental Protection Agency (EPA) registered disinfectant for use against COVID-19.
- Ensure a label is affixed.
- Read and follow the manufacturer's instructions and Safety Data Sheet (SDS) to ensure safe and effective use of the product.
- Use chemicals in a well-ventilated area.
- NEVER mix cleaning chemicals with one another. This may create hazardous gases.
- Prevent chemical contact with food during cleaning.
- Remove gloves (after cleaning) and wash hands.
- DO NOT prepare chemical solutions unless it can be done by trained personnel.



Signage

Visible signage are posted to remind City employees and visitors of various infection control strategies.

- Self wellness check and encouragement of sick employees and visitors to stay home
- Physical distancing protocols
- Face coverings
- Handwashing and hand sanitizing
- Cleaning and disinfecting
- Other behavioral guidance

Employees and visitors are required to follow such signs and protocols.



Areas You May See Signages (Signs and Posters)

Public or Unrestricted Spaces	Employee-Centered or Restricted Spaces
<ul style="list-style-type: none">● Building entrances (entryways or curbside)● Building lobbies● Elevator banks (inside/outside elevators)● Stairwell entrances/landings● Public counters (related queues/lines)● Public restrooms● Meeting rooms (including gyms, recreation and senior centers)● City-operated public parking lots (including pay stations)	<ul style="list-style-type: none">● Entrances to employee workspace/suite● Staff conference rooms● Break-rooms and lunch-rooms● Employee restrooms● Stock and supply rooms (including copy rooms)● Fleet/motor pool● Service yards, City fleet garages and field locations

Safe Work Practices

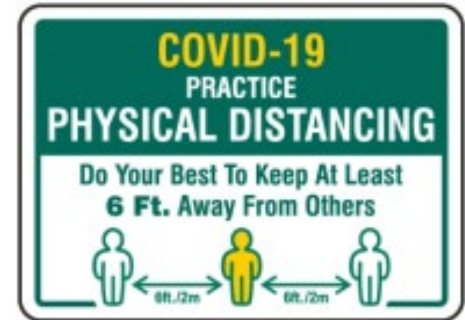
- Limit the sharing of tools/equipment as much as possible. If tools/equipment have to be shared, be sure to wipe them down with a disinfectant wipe before and after sharing.
- Refrain from sharing headsets or other objects that are near the mouth or nose.
- If fans or other means of ventilation are used, place them to avoid blowing air from one employee or group of employees to another.
- Refrain from shaking hands. Instead, hug with waves or head nods and/or similar greetings that maintain physical distance.
- Avoid sharing of food and water. Bring food and water bottles from home (if possible) in order to avoid busy food trucks or to minimize traffic in food courts.
- Avoid sharing utensils, dishes and cups.
- Avoid using shared water stations or dispensers.

Safe Work Practices - Vehicles

High touch surfaces of City fleet vehicles (e.g., steering wheels, interior/exterior door handles, gear shifters, turn signal stalks, etc.) should be cleaned and sanitized between usage by departments.

- Employees are encouraged to drive to worksites or parking areas alone (avoid carpooling).
- If carpooling cannot be avoided, limit the number of employees in a City vehicle to two (the driver and one passenger). The passenger should sit in the back seat opposite the driver of the vehicle. Face coverings should be worn at all times by both individuals and hands should be washed immediately after the trip.
- If there is only one row of seating in the cab of a work truck, passengers should instead drive their own vehicles to the work location.

If using public transportation, sit as far apart from others as possible and wear face covering and wash hands immediately after the trip.



Stress and Anxiety Management

Stress and anxiety during an infectious disease outbreak can include:

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of alcohol, tobacco, or other drugs

Suggested methods for addressing stress:

- Make time to unwind.
- Try to do some other activities you enjoy.
- Connect with others.
- Talk with people you trust about your concerns and how you are feeling.



City Resources: Stress and Anxiety Management

Support Plus – Employee and Family Assistance Program (EFAP) is available for City employees feeling anxious about exposure to the coronavirus.

Live representatives are available 24/7 by calling (800) 213-5813 or by logging on to <https://liveandworkwell.com>. Your EFAP program is completely confidential and voluntary.

- Free counseling services available to all LAwell members
- Support Plus provides a free emotional support
- Public crisis help line: (866) 342-6892
- This line is available 24 hours a day, 7 days a week to anyone who needs public crisis emotional support services

Any of your household family members can also use the EFAP. This includes dependents who are away from home at college.

Summary

Remember, safety is a personal responsibility. To help prevent the spread of COVID-19, all employees should do the following:

- Stay home if you are sick.
- Clean your hands often, either with soap and water for 20 seconds or with a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people (at least 6 feet).
- Cover your mouth and nose with a cloth face cover when around others.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects, including shared equipment/items.
- Keep your immediate work area clean and tidy.

Knowledge Check

The following pages contain quiz questions. Try your best to answer them correctly. At the end of the quiz section you will find the answer key.

Question 1: What kind of mask can prevent entry of COVID-19 in the body through breathing?

A

N95

B

Surgical Mask

C

Any kind of Mask

D

Cloth Mask

Question 2: How do I disinfect surfaces?

A

With Bleach

B

With Alcohol

C

With EPA registered household disinfectant

D

A and C

Question 3: What is social distancing?

- A Avoiding mass gatherings
- B Staying 6 feet from others
- C Working from home
- D All of the above

Question 4: Which of the following is most important to keep yourself healthy and protected against the COVID-19?

A

Wearing a face mask

B

Prohibiting travel

C

Washing hands

D

Taking antibiotics

Question 5: What is a safe distance to stay apart?

A

1 foot

B

6 feet

C

3 feet

D

12 feet

Question 6: Who is at the highest risk of developing severe COVID-19 disease?

A

Children

B

People over 60

C

Those with existing medical condition

D

Women

Question 7: How is COVID-19 transmitted?

A

Through blood

B

Through contaminated food

C

Through respiratory droplets through the air

D

Through skin

Question 8: How does washing hands help prevent the spread of COVID-19?

- A Washing hands removes germs
- B Washing hands destroys the virus
- C Washing hands mutates the virus
- D All of the above

Question 9: Why should I avoid touching my face?

A

COVID-19 enters the body through the mouth, nose, and eyes

B

Things you touch may have active virus on them

C

Virus is absorbed easily through pores of the face

D

Both A and B

Question 10: Who needs to wear a face mask when out in public places?

- A People who are sick
- B People who do not want to get sick
- C People over the age of 65 years
- D Everyone

Quiz – Answer Key

Below are the correct answers to the quiz questions:

Answer to Question 1: A – N95

Answer to Question 2: D – A and C

Answer to Question 3: D – All of the above

Answer to Question 4: C – Washing hands

Answer to Question 5: B – 6 feet

Answer to Question 6: C – Those with existing medical condition

Answer to Question 7: C – Through respiratory droplets through the air

Answer to Question 8: A – Washing hands removes germs

Answer to Question 9: A – COVID-19 enters the body through the mouth, nose, and eyes

Answer to Question 10: D – Everyone

Thank You

Congratulations!

You have now completed **COVID-19 – What You Need to Know for the Workplace** training.

Please visit the following link to complete and submit the COVID-19 Training form:
<https://docs.google.com/forms/d/e/1FAIpQLSfwJyOt1uugdP8DsKoyT2jJOUJwgei6rLBpwurD8mzpj7vrlA/viewform>

If you have questions or concerns regarding this training, contact your supervisor, your departmental safety coordinator, and/or Personnel Department's Occupational Safety and Health Division.